

United States Bankruptcy Court  
Middle District of Florida, Tampa/Ft. Myers Divisions

**Updated E-Order Submission Procedures  
(Effective Immediately)**

Electronic Filers should submit proposed orders through e-mail to the addresses designated below.

Cases assigned to Chief Judge Glenn	<a href="mailto:Orders.glenn@flmb.uscourts.gov">Orders.glenn@flmb.uscourts.gov</a>
Cases assigned to Judge Baynes	<a href="mailto:Orders.baynes@flmb.uscourts.gov">Orders.baynes@flmb.uscourts.gov</a>
Cases assigned to Judge Williamson	<a href="mailto:Orders.williamson@flmb.uscourts.gov">Orders.williamson@flmb.uscourts.gov</a>
Cases assigned to Judge May	<a href="mailto:Orders.may@flmb.uscourts.gov">Orders.may@flmb.uscourts.gov</a>
Cases assigned to Judge Paskay	<a href="mailto:Orders.paskay@flmb.uscourts.gov">Orders.paskay@flmb.uscourts.gov</a>
Cases assigned to TBA	<a href="mailto:Orders.tba@flmb.uscourts.gov">Orders.tba@flmb.uscourts.gov</a>

In addition, the following guidelines should be followed. **Failure to follow these guidelines will result in the return of the proposed order.**

- ◆ For cases currently assigned to Judge Baynes, continue to submit proposed orders to the Judge Baynes e-Order e-mail address. If the order is being submitted following a hearing, include the name of the Judge who heard the Motion under the signature line.
- ◆ Transmit **ALL** proposed orders as pdf attachments using only 12-point Times New Roman with full, justified margins. Documents may be no larger than 8.5" x 11".
- ◆ Allow two (2) inches of space above the signature line for the Judge's electronic signature. Format the date line as a continuous line (not "on this \_\_\_ day of \_\_\_\_\_, 200\_").
- ◆ Provide the names and addresses of **ALL** parties to be served under the heading "Copies furnished to". Do not include any service certification for the Clerk's Office to complete.
- ◆ Title the attachment (the pdf image of the proposed order) using the case number and the name of the Order (i.e. 8-03-bk-01253-MGW Order Granting Motion to Compel).
- ◆ In the subject line of the e-mail, include the case number (including the office code and Judge's three letter initials), the Debtor's name and the name of the order (i.e. 8-04-bk-12539-PMG John Doe Order Granting Motion for Relief from Stay).